



LOS ANGELES COUNTY OFFICE OF EDUCATION

Personnel Commission
9300 Imperial Highway, Annex
Downey, CA 90242

<http://personnelcommission.com>

**INVITES APPLICATIONS FOR THE POSITION OF:
Credentials Specialist**

An Equal Opportunity Employer

SALARY

\$4,125.00 - \$5,122.00 Monthly \$49,500.00 - \$61,464.00 Annually

OPENING DATE: 10/12/20

CLOSING DATE: 10/26/20 05:00 PM

BULLETIN:



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators
An equal opportunity employer fostering a workforce that embraces and reflects
the rich diversity of Los Angeles County

Credentials Specialist

\$4125 to \$5122 Monthly

Insurance:

Your choice of several
medical, dental, vision,
and life insurance plans

To learn more, visit:

<https://www.lacoe.edu>

Online applications
must be submitted by:

10/26/2020

5:00 P.M. (Pacific)

Retirement:

PERS Defined Benefit
Plan

Paid Time Off:

12 days vacation. 14
holidays. 12 illness
days.

Performs technical clerical work in support of the employment, payroll, and credential processes for external educational agencies in Los Angeles County.

The Well Qualified Candidate Will Possess the Following

Knowledge:

- Relevant provisions of California Education Code, State of California laws, rules, and regulations, and collective bargaining agreements as they relate to credentialing processes
- Credential requirements and regulations in the State of California
- Operation of desktop computers, office software, and peripheral equipment
- Input and data retrieval procedures for databases and computerized systems
- Enterprise-wide human resources and payroll information systems
- Methods, practices, and procedures used in physical and electronic recordkeeping, storage, and retrieval

Competencies:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Attention to Detail – Focusing on the details of work content, work steps, and final work products

- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Professional Integrity & Ethics – Maintaining trust through honesty, adherence to principles, and personal accountability
- Self-Management – Showing personal organization, self-discipline, and dependability
- Informing – Proactively obtaining and sharing information
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Professional Impact – Presenting self as a positive representative of the organization
- Teamwork – Collaborating with others to achieve shared goals
- Cultural Proficiency – Modeling communication and interaction that respect and include all individuals and their languages, abilities, religions, and cultures

Required Education and Experience

Education: Graduation from high school or equivalent.

Experience: Option 1: Two years of teacher credentialing clerical experience involving public contact and the review, application, and interpretation of policies, procedures, and regulations related to teacher credentialing.

Option 2: Three years of Los Angeles Office of Education (LACOE) office clerical/technical experience involving public contact and the review, application, and interpretation of policies, procedures, and regulations.

Option 3: Two years of LACOE human resources clerical experience involving public contact and the review, application, and interpretation of policies, procedures, and regulations.

Additional Requirements: A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites may be required for some positions in this classification.

Selection Process

Candidates who meet the minimum requirements above, will be invited to participate in an examination that may consist of a multiple choice exam, performance exam and structured interview.

Contact

For information about the examination process you may send an e-mail to Jeff Henderson at henderson_jeffery@lacoedu.edu

For general inquiries please call 562.803.8360 (Mon- Fri 8:00 am - 5:00 pm)

For complete application information, please go to <https://www.lacoedu.edu/pc>

LACOE Personnel Commission, 9300 Imperial Hwy, EC-Annex, Downey, CA 90242

Additional Information

Minimum qualifications must be met by the close of filing date. For complete application information, please go to <https://www.lacoedu.edu/pc>. For additional information on our selection procedures, please visit [Exam Preparation](#) on our website. Selection and promotion are based on a competitive examination process. Candidates who pass all exam parts are ranked according to overall exam score and placed on an eligibility (hiring) list. Vacant positions are filled from the top three ranks. Eligibility lasts for 12 months; however, additional recruitment may occur under a separate bulletin with additional candidates being merged onto the eligibility list.

Some positions that involve public contact may require bilingual proficiency for which selective certification may apply (Education Code 45277.5). In addition, the eligibility list resulting from this examination may be used to fill vacancies in related job classifications for which no eligibility list exists (Education Code 45272). Veterans' Credit may be awarded for entry jobs.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. If you would like to request an accommodation, please call 562.803.8360 as early as possible.

This examination is authorized as **Open, open to the public.**

Recruitment ID: 6043

This announcement does not constitute an implied contract. Any part of this announcement is subject to change.



APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://personnelcommission.com>
 OR
 9300 Imperial Highway, Annex
 Downey, CA 90242

Job #21-4109
 CREDENTIALS SPECIALIST
 JH

Credentials Specialist Supplemental Questionnaire

- * 1. Do you possess a high school diploma or equivalent degree?
 Yes No
- * 2. Do you possess two years of teacher credentialing clerical experience involving public contact including the review, application, and interpretation of policies, procedures, and regulations related to teacher credentialing?
 Yes No
- * 3. Do you possess three years of Los Angeles Office of Education (LACOE) office clerical/technical experience involving public contact and the review, application, and interpretation of policies, procedures, and regulations?
 Yes No
- * 4. Do you possess two years of LACOE human resources clerical experience involving public contact and the review, application, and interpretation of policies, procedures, and regulations?
 Yes No
- * 5. If you selected "yes" to any of the previous three questions relating to your professional experience, please describe the core duties and responsibilities for this experience. Be sure to include: a) the organization you worked for b) your job title c) dates you worked (month/year - month/year) Please note: any experience referenced must be included in the Work Experience section of this application. If you did not answer "yes" to any of these questions, please reply "NA".
- * Required Question